

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MICHIGAN

United States of America,

Plaintiff,

v.

Case No. 2:16-cr-20008-MFL-DRG  
Hon. Matthew F. Leitman

Jared Patrick Lockwood,

Defendant(s),

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**NOTICE OF MOTION HEARING BY VIDEO CONFERENCE**

PLEASE TAKE NOTICE that a video conference has been scheduled before District Judge Matthew F. Leitman for the following motion(s):

Motion – #53

Government attorney(s) are hereby notified to participate as well as the defense attorney(s) for: Jared Patrick Lockwood

- MOTION HEARING: January 13, 2021 at 01:30 PM

The Court will host the conference. The conference information is listed below.

**ZOOM** <https://www.zoomgov.com/j/1613750244?pwd=UUNJYUNhZlUyQjJXSTNLN2lrdXpMZz09>  
**WEBINAR:** Passcode: 643554 Or iPhone one-tap : US: +16692545252,,1613750244# or  
+16468287666,,1613750244#

Attorneys must review and comply with the attached Zoom Video Conference Policies and Guidelines.

The public may request access to in-court proceedings by visiting the Court's website:  
<http://www.mied.uscourts.gov>

By: s/H Monda  
Case Manager

Dated: December 16, 2020

## **ZOOM VIDEO CONFERENCE POLICIES AND GUIDELINES**

### **General Court Policies:**

- All in-court proceedings will be considered the same as if held in the courtroom and an official record will be made. Appropriate attire is required.
- The judge has authority over the proceeding and participants as if they were physically present in chambers or the courtroom.
- The judge may terminate the proceeding if the video conference experience is not acceptable.
- Appropriate conduct is required. Be courteous and patient.
- For in-chambers conferences, an official record will not be made, unless the judge determines one is necessary. Connection information may not be forwarded, distributed or shared with non-parties without the Court's advance approval.
- Broadcasting, recording or photographing, including "screenshots" or other visual copying of a proceeding, is strictly prohibited.

### **Technical Responsibilities:**

- The court will not provide technical assistance for testing or troubleshooting equipment or connections, nor provide time during the proceeding to troubleshoot issues.
- Participants should take time prior to the proceeding to become familiar with Zoom. Directions, tutorials and support can be found at <https://zoom.us>. Devices and connections can be tested at <https://zoom.us/test>.
- Participants should use a good LAN, WiFi, or substantial LTE connection to ensure a quality connection.

### **Connecting to the Proceeding:**

- If a connection link has been provided, click the link to join (or copy and paste the link into a web browser). If prompted, download or launch Zoom and join with video and audio.
- Alternatively, visit <https://zoom.us/join> from a computer and enter the Meeting or Webinar ID. If prompted, download or launch Zoom and join with video and audio.
- For Apple/Android tablets and phones, install the Zoom App from the Apple or Android Store prior to the proceeding. Launch the Zoom App and join using the Meeting or Webinar ID.

### **Best Practices:**

- Use your full name in the display of the video window.
- Mute sound when not speaking to eliminate background noise.
- Unmute only when necessary to speak. Press the space bar to temporarily unmute.
- Avoid rustling papers and other extraneous noises.
- Speak one at a time.
- Spell proper names.
- Position the camera at eye level or slightly above eye level.
- Remember to look directly at the camera, not at the screen.
- Be mindful of what is behind you. Choose a solid neutral wall, if possible.
- Have proper lighting, ideally where light is directly on your face.